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ATTACHMENT "A"

1. Between the release of the notice and 4 February 1962, these awards procedures would be followed:

a. To preclude unfair advantage to those who were able to file claimed proficiency between 4 February 1957 and 4 April 1957 but who have not since changed anniversary dates through achievement, all maintenance awards will be limited to 4 per language as a maximum.

b. For personnel generally available for opportunities to be tested at headquarters, present procedures would continue between OIR and Career Boards, with the one restriction noted above.

c. For those not available to headquarters testing:

(1) Career Boards would be asked to identify by individual and language(s) those who should be afforded opportunity to be tested for awards purposes. These determinations can be fairly well made, with OIR assistance, because:

(a) OIR/RS has maintained individual cards on overseas employees reported -- from periodic dispatches -- as studying foreign languages. These dispatches were submitted to OIR in accordance with par 2d [REDACTED] as revised.

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(b) OIR/RS can match these cards against an OF current machine run of personnel not at headquarters; match the cards of those now overseas or in [REDACTED] against a career designation roster; sort the cards and send to Career Boards for evaluation. The tentative list can be supplemented by Career Boards from their records.

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(2) OIR/LAS would devise procedures for authorizing the mailing of objective tests and the convening of local

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SUBJECT : ATTACHMENT "A" (Cont'd)

panels, away from headquarters, to evaluate speaking ability for each person identified by Career Boards as a potential awardee. Test results would be channeled through LIS to the Registrar for awards consideration, as normally practiced.

2. After 4 February 1962, exceptions for awards consideration would be limited to 1b and 1c cases if due to testing backlog, or for 1 c cases if also due to unavailability of tests or panels.

ATTACHMENT "D"

TRAINING

September 1961

25X1A

LANGUAGE DEVELOPMENT PROGRAM

1. On 4 February 1957, I announced the establishment of a Language Development Program. As then, I now express my personal conviction that all of us should have a working knowledge of at least a widely spoken language to increase our understanding of foreign people and ideas. Certain of us need command of more difficult languages, too.
2. We have made some progress in the months since the Language Development Program was established. Tested results are replacing claimed proficiencies in a Language Qualifications Register. Operating Officials and Career Heads have been able to plan for more orderly acquisition of needed language training. Supervisors are recognizing their responsibility for directing employees to acquire languages of utility; formal course instruction is being taken even at some initial sacrifice to the performance of other daily tasks. Many individuals, through voluntary efforts at headquarters and overseas, have arranged to practice and improve their acquired proficiencies. These are all encouraging steps.
3. With the inception of the program, monetary awards were offered as a spur to developing an Agency reservoir of linguistic capabilities. As we approach 5 years of developmental effort, our program is now properly re-directed toward useful languages acquired by the individual in furtherance of his career. Now that language development is recognized as an element of career development, I feel that there is no longer a justification for monetary incentives and I am now identifying the anniversary date - 4 February 1962 - as the terminal date for authorizing cash awards. Although this period of advance notice seems quite adequate, I appreciate that it may unduly penalize some, particularly those who may have achieved significantly but who will not have had an opportunity to be tested before the 4 February date. I am asking, therefore, that cognizance be taken of such cases so that reasonably equitable treatment will be afforded to all concerned.

ALLEN W. DULLES
Director

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